



OFFICE OF THE VICE PRESIDENT  
WASHINGTON

September 26, 1977

Mr. Michael J. Malanick  
Acting Deputy Director for Administration  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Mr. Malanick:

Thank you very much for your correspondence dated September 1, concerning two new records systems.

This material was received in this office on September 13 and was submitted pursuant to law. It has been referred to the Committee on Governmental Affairs.

Please do not hesitate to contact this office if we may be of any further assistance.

Sincerely,

A handwritten signature in cursive script, appearing to read "W. C. Smith".

William C. Smith  
Administrative Assistant  
to the President  
of the Senate

STATINTL

Approved For Release 2002/01/10 : CIA-RDP80-00473A000600090006-5

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DD/A Registry  
File *Records*

DD/A Registry
77-4863

1 SEP 1977

The Honorable Walter F. Mondale  
President of the Senate  
Washington, DC 20510

Dear Mr. President:

Pursuant to the Privacy Act of 1974, Public Law 93-579,  
transmitted herewith is a report of the proposed establishment  
of two new record systems. We plan to submit the appropriate  
notifications to the Federal Register on 31 August for public  
comment.

Sincerely,

/s/ Michael J. Malanick  
Michael J. Malanick  
Acting Deputy Director  
for  
Administration

Enclosure

IPS/DM/cb/29 Aug 77

Orig. - Adse w/encl (2 copies)

- 1 - IPS Chrono w/encl
- 1 - IPS Subject w/encl
- ① - DDA w/encl
- 1 - AI/DDA w/encl
- 1 - ISAS w/encl

DDA REGISTRY BACKGROUND

1 SEP 1977

The Honorable Thomas P. O'Neill, Jr.  
The Speaker of the House of Representatives  
Washington, DC 20515

Dear Mr. Speaker:

Pursuant to the Privacy Act of 1974, Public Law 93-579, transmitted herewith is a report of the proposed establishment of two new record systems. We plan to submit the appropriate notifications to the Federal Register on 31 August for public comment.

Sincerely,

/s/ Michael J. Malanick

Michael J. Malanick  
Acting Deputy Director  
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1 SEP 1977

MEMORANDUM FOR: Thomas B. Lance, Director  
Office of Management and Budget  
Washington, DC 20503

ATTENTION : Walter M. Hasse, Deputy  
Associate Director of Information Systems

FROM : Michael J. Malanick  
Acting Deputy Director for Administration

SUBJECT : Proposed Establishment of Two Record Systems

Pursuant to the Privacy Act of 1974, Public Law 93-579, transmitted herewith is a report of the proposed establishment of two new record systems. We plan to submit the appropriate notifications to the Federal Register on 31 August for public comment.

/s/ Michael J. Malanick

Michael J. Malanick

**Attachments**

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1 SEP 1977

MEMORANDUM FOR: David F. Linowes  
Chairman, Privacy Protection  
Study Commission

FROM : Michael J. Malanick  
Acting Deputy Director for Administration

SUBJECT : Proposed Establishment of Two Record Systems

Pursuant to the Privacy Act of 1974, Public Law 93-579, transmitted herewith is a report of the proposed establishment of two new record systems. We plan to submit the appropriate notifications to the Federal Register on 31 August for public comment.

/s/ Michael J. Malanick

Michael J. Malanick

**Attachments**

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REPORT OF THE PROPOSED ESTABLISHMENT OF  
TWO NEW RECORD SYSTEMS SUBJECT TO THE PRIVACY ACT

1. In accordance with OMB Circular No. A-108, Transmittal Memorandum No. 1, dated 20 October 1975, the Central Intelligence Agency is submitting herewith a report of two new records systems.

2. Proposed Systems of Records. Two new records systems, Personal and Professional Associates of the Director of Central Intelligence and Supplemental Personnel (Soft) Files (which pertains to personnel assigned to the Intelligence Community Staff), are described below and submitted for your review.

a. System Name: Personal and Professional Associates of the Director of Central Intelligence.

(1) Purpose: The purpose of this system is to insure that information pertaining to professional and personal associates of the Director is maintained in a current manner. Information in this system would be comprised of such items as the position of the associate along with his/her home and business addresses and phone numbers.

(2) Authority for Maintenance of the System: Central Intelligence Agency Act of 1949, as amended - Public Law 81-110, and Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

(3) Impact on Privacy Rights: All personally identifiable information is based on professional and private contact the Director has had with the associate and the associate with him. The system will permit immediate retrieval of information consistent with the responsibilities of the Director of Central Intelligence.

(4) System Safeguards: Access is limited to the Director's immediate staff on a need-to-know basis. Hard copy printouts are stored in a vaulted area; the automatic data processing disc pack requires a coded identifier for activation.

(5) Rule Changes: No rule changes are required.

(6) Proposed system notice for publication in the Federal Register is attached (Tab A).

b. System Name: Supplemental Personnel (Soft) Files

(1) Purpose: This system supplements the official personnel file and is used by authorized officials to facilitate and expedite processing or procedural requirements and serves as a management tool for officials in making determinations regarding an employee assignment, promotion, and career development.

(2) Authority for Maintenance of the System: Central Intelligence Agency Act of 1949, as amended - Public Law 81-110, and Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

(3) Impact on Privacy Rights: Personally identifiable information consists of memoranda of discussions and personnel actions to include performance appraisals. Also, information concerning training, special qualifications or restrictions, biographic data and other documentation consistent with the purpose of this system.

(4) System Safeguards: Files are maintained in vaulted areas or approved metal filing cabinets; file release is on a controlled-loan basis to authorized officials.

(5) Rule Changes: No rule changes are required.

(6) Proposed system notice for publication in the Federal Register is attached (Tab B).

/s/ Michael J. Malanick

Michael J. Malanick  
Acting Deputy Director  
for  
Administration



TAB

CIA--60

System name:

Personal and Professional Associates of the Director of Central Intelligence.

System location:

Central Intelligence Agency  
Washington, D.C. 20505

Categories of individuals covered by the system:

Personal and professional associates of the Director of Central Intelligence.

Categories of records in the system:

Home and business addresses; home and business phone numbers; category of association with the DCI (e.g. personal/professional).

Authority for maintenance of the system:

Central Intelligence Agency Act of 1949, as amended--Public Law 81-110. Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

Routine uses of the records maintained in the system, including categories of users and the purposes of such uses:

The system is used by administrative personnel, Office of the Director, to insure that information pertaining to the Director's associates is maintained in a current manner.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy computer print-out and magnetic disc pack.

Retrievability: By name, city, or type of association.

Safeguards: Hard copy computer print-out stored in a vaulted area; access is controlled by the Director's immediate office staff. Automatic data processing disc pack requires coded identifier for activation. Access on a need-to-know basis.

Retention and disposal: The hard copy computer

print-out is stored in the Office of the Director and becomes a part of the Director's personal correspondence/files. This hard copy is replaced as changes occur and the preceding copy destroyed by pulping. Magnetic disc pack is corrected as changes occur and when no longer of use it is erased.

System manager and address:

Executive Assistant to the Director  
Central Intelligence Agency  
Washington, D.C. 20505

Notification procedure:

Individuals seeking to learn if this system of records contains their name and address should direct inquiries to:

Information and Privacy Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

Record access procedures:

Requests from individuals should be addressed as directed in the notification section above.

Contesting record procedures:

The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

Record source categories:

Selected public by category of relationship with the DCI.

TAB

CIA--61

System name:

Supplemental Personnel (Soft) Files.

System location:

Central Intelligence Agency  
Washington, D.C. 20505

Categories of individuals covered by the system:

Current and former staff or contract employees and detailed personnel.

Categories of records in the system:

Memoranda of discussions, working copies of personnel and contract actions including procedural checklists, performance appraisals, travel and shipping orders. Information concerning conduct, training, special qualifications or restrictions, dependency and residence, emergency notifications, biographic data, Letters of Instruction. Also, cables and dispatches of administrative and operations significance, and photographs.

Authority for the maintenance of the system:

National Security Act of 1947, as amended--Public Law 80-253. Central Intelligence Agency Act of 1949, as amended--Public Law 81-110. Section 506(a) Federal Records Act of 1950 (44 U.S.C., Section 3101).

Routine uses of records maintained in the system, including categories of users and purposes of such uses:

Used as a supplement to the official personnel folders by authorized operating officials to facilitate and expedite processing or procedural requirements and transactions of employees.

Serves as a management tool for administrative and operating officials for purposes of employee assignment, promotion, and career development considerations and determinations.

To refer or provide information in response to or by direction of a court order, or where there is an indication of a violation or potential violation of law whether civil, criminal, or regulatory in nature, to the appropriate agency charged with the responsibility of investigating or prosecuting such

violation or charged with enforcing or implementing a statute or law, regulation or order issued pursuant thereto.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system.

Storage: Paper.

Retrievability: By name.

Safeguards: Files are maintained in vaulted areas or approved metal filing cabinets; file release is on a controlled-loan basis to authorized officials.

Retention and disposal: After transfer, resignation or retirement, screen folder immediately transferring items that should be filed in the Official Personnel file, operational items to appropriate operating files, and process the remaining material as follows: Transfer--forward file to gaining office; retirement--hold retirement cases 18 months and destroy; and, resignations--hold resignation cases 1 year and destroy.

System manager and address:

Chief, Support Staff  
Intelligence Community Staff  
Washington, D.C. 20505

Notification procedure:

Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Information and Privacy Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505

Identification requirements are specified in the CIA rules, published in the Federal Register (32 CFR 1901.13). Individuals must comply with these rules.

Record access procedures:

Request from individuals should be addressed as indicated in the notification section above.

Contesting record procedures:

The Central Intelligence Agency's regulations for access to individual records, for disputing the

contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

Record source categories:

Employee  
Career Service Panel  
IC officials.

MEMORANDUM FOR: Chief, Information Systems Analysis Staff

FROM : [REDACTED]  
Chief, Information and Privacy Staff

SUBJECT : Annual Publication by the Federal Register  
of Records Systems of the CIA Subject to  
the Privacy Act

1. The Federal Register is planning to publish the records systems of all government agencies, subject to the Privacy Act, on 27 September 1977. They have set a deadline of 31 August 1977 by which time these records systems must be at the Federal Register.

2. Attached are three copies of the documents necessary to have CIA's systems published: a) A statement to the Federal Register explaining past and current changes; b) a preamble to be published with the records systems explaining to the general public the changes to the records systems since they were last published in their entirety; and, c) the records systems themselves.

3. You will note the extensive editing on the proof copy furnished by the Federal Register. This was done, and in this manner, at their request.

4. Please note that we are forwarding copies of the two new records systems to the President of the Senate, the Speaker of the House, the Director of OMB, and the Chairman of the Privacy Protection Study Commission. In our accompanying correspondence, we state that these systems of records are being sent to the Federal Register for public comment on 31 August 1977.

[REDACTED] STATINTL

Attachments:

- 3 - (Orig and 2 for Federal Register)
- 1 - ISAS



IPS/DM/gh/29 August 1977

Distribution:

- Orig. - Addee w/3 atts 4 copies 3(orig & 2) for FR; 1-ISAS
- 1 - IPS Subject w/3 atts
- 1 - IPS Chrono w/3 atts
- 1 - ~~DDA~~ w/3 atts
- 1 - OGC w/3 atts

1 SEP 1977

STATEMENT FOR THE FEDERAL REGISTER

ANNUAL PUBLICATION OF THE  
CENTRAL INTELLIGENCE AGENCY'S SYSTEMS OF RECORDS

Pursuant to the Notice published in the Federal Register of 8 April 1977 (42 FR No. 68, Pgs. 18759 through 18765), and an undated memorandum of revised instructions, with a 1976 proof copy of records systems attached, the Central Intelligence Agency herewith provides the current compilation of its records systems subject to the Privacy Act of 1974.

As the memorandum requests, changes to our systems of records, since last published in their entirety in the Federal Register on 7 September 1976 (41 FR No. 174, Pgs. 37691 through 37716), are reflected on the 1976 proof copy and presented in the following manner:

1. Changes already published in the Federal Register, (16 May 1977, 42 FR No. 94, Pgs. 24759 through 24761); These are entered on the proof copy by hand-printed notations. The only exception to these hand-printed entries is at CIA--21 (proof copy Pg. 417) where, at the bottom of the page, 3 columns of the Federal Register's printed version is entered. Please note that CIA--22 is deleted; it was merged with CIA--21.
2. Changes not published to date in the Federal Register: These changes are entered on the proof copy in typewriter form. They are extensive and include the addition of two new record systems, CIA--60 and 61. Also, note that a complete new listing of records systems, in order of presentation by numerical sequence, is attached following proof copy Pg. 409.

/s/ Michael J. Malanick

Michael J. Malanick  
Acting Deputy Director  
for  
Administration

PREAMBLE  
CENTRAL INTELLIGENCE AGENCY  
PRIVACY ACT OF 1974  
Systems of Records

The purpose of this document is to give notice that the Central Intelligence Agency systems of records as published in the FEDERAL REGISTER at 41 FR 37692 through 37716 dated September 7, 1976 continue in effect, except as changed in the notice published in the FEDERAL REGISTER at 42 FR 24759, 24760, 24761 dated May 16, 1977. Also, notice is hereby given that the following Central Intelligence Agency systems of records, subject to the Privacy Act, are amended. A change in Storage is stated for CIA--8. NARS (GSA) has approved the Retention and Disposal schedules for CIA records systems 4, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 24, 27, 28, 32, 38, 39, 40, 43, 44, 46, 47, 58, and 59. In addition, all systems of records, except CIA--21, are amended to show a new title to whom inquiries should be sent in the Notification Procedure section. These amendments are effective upon date of publication in the FEDERAL REGISTER. Two new records systems, CIA--60 and 61, are proposed and shall become active, in the absence of any negative comments from the public, 30 days after publication in the FEDERAL

REGISTER. Any data, views, or arguments concerning these new systems of records may be submitted in writing to the Information and Privacy Coordinator, Central Intelligence Agency, Washington, D.C. 20505.

/s/ Michael J. Malanick

Michael J. Malanick  
Acting Deputy Director  
for  
Administration